



Kenya Program Manager

Job Description

Inclusive Development Partners (IDP) is a unique small business with headquarters in the United States. IDP's work focuses on three key areas: 1) Policy and Systems Strengthening, 2) Research and Evaluation, and 3) Training and Technical Capacity. IDP's collective knowledge of disability, inclusive development, and systems change reflects decades of work designing evidence-based, empirical programs that meet the policy and practical objectives of our clients.

IDP is seeking a Program Manager for a one-year position providing program management support on a donor-funded project to develop and conduct a national survey on persons with disabilities in Ethiopia. This survey seeks to identify and create conditions for addressing critical issues, gaps, and barriers that persons with disabilities, and their family members and caretakers encounter. This remote position will be based in Kenya with some travel to Ethiopia. The Program Manager will work closely with other IDP project staff (based globally) and consultants to implement the project. The role will also collaborate with the donor and various project stakeholders, including partners and subgrantees, the Ethiopian Statistical Service, supervisors, and enumerators.

The Program Manager must be willing to work occasional evening hours to collaborate with colleagues based in the United States. The Program Manager will serve in a full-time role. Support to additional IDP projects – such as program management of other evaluations or inclusive education activities – or extension of work beyond one year are possible, according to performance and business demand.

Timeframe

April 2024- April 2025.

Specific Responsibilities:

This position is responsible for a range of technical, administrative, financial, management, and operational project and proposal support tasks, as well as conducting relevant research, evaluation, and implementation activities in the field. This position will be supervised by IDP's Project Director. Specific responsibilities include the following:

Project Specific Operations and Management:

- In coordination with the Project Director, manage all phases of project implementation, from project start-up to close-out, with a focus on operational and financial tasks, including the following:
 - On-boarding all consultants, including the gathering of biodata verification documents, establishing the daily rate, and establishing contracts.
 - Reviewing consultant and subcontract invoices for Executive Director approval and processing.
 - Creating invoices to send to the client, including the management of all supporting documentation in line with donor requirements.
- Develop and maintain project management schedules, work plans, and other general resources and tools.
- Establish and maintain project budgets, monitor expenses on a monthly basis, and help to design and implement strategies that address financial performance issues and help to identify risks.
- Approve travel and consultant requests, prepare information for contract modification requests, and other actions for submission to clients.
- Track completed/approved deliverables and produce briefing documents to summarize project work, especially those required by donors and for the IDP website.
- Lead the development of project documentation, reporting, and other deliverables for donors, including producing initial drafts and overseeing revisions by other team members across IDP and project partners.
- Support IDP staff and long-term consultants in other countries by serving as their primary operational and technical point of contact for the project.

IDP-Specific Operations and Coordination

- Support IDP's strategic growth and efforts to continuously improve and strengthen operations and administrative and financial oversight.
- Review project expenses for approval.
- Review and approve IDP staff and consultant timesheets for related projects.
- Manage and supervise IDP Project Coordinators (as assigned), and oversee their personal and professional development.
- Participate in IDP weekly HQ meetings and monthly all-staff meetings, and present on key technical issues to improve all staff's capacity.

Project Specific Research and Technical Support

- Contribute to the development of study design, tools, protocols, and enumerator trainings and document the study process.
- Lead the production of specific technical documents, reports, and other deliverables according to expertise as assigned.

- Review tools, trainings, technical documents, and reports for technical input and edit as needed.
- Support the development of research tools and protocols, conduct literature reviews, analyze qualitative and quantitative data, and support the development and implementation of training partners in the field.
- Liaise with clients and implementing partners and subcontractors, including ensuring alignment with project deliverables, data collection, implementation activities, reporting, and knowledge sharing.
- Present research, evaluation, or programmatic findings at conferences, communities of practice, or other relevant events as opportunities arise.
- Prepare and conduct technical trainings as needed both remotely and in other countries.

Proposal-Specific Support

- Support new business proposals, including preparing financial and budget documents, supporting documentation, and technical support (as assigned).
- Serve as technical lead and proposal lead on a variety of proposal opportunities (as assigned).

Essential Qualifications

- Minimum of a Bachelor's degree in disability inclusion-related studies, international development, social sciences, or a related field (Master's degree preferred).
- Minimum of 5-7 years of progressively responsible professional work experience in one or more of the following fields: disability inclusion, international development, research and evaluation, demography, statistics, sociology, behavioral science, program management, or a related field.
- Strong technical knowledge around the rights of, issues pertaining to, and lived experience of persons with disabilities; disability inclusion; international development; and/or related topics (particularly in Ethiopia and/or Sub-Saharan Africa).
- Strong project management expertise, including supervision of international consultants, project budgets, work plans, and other operational requirements.
- Strong research experience in conducting qualitative and quantitative studies (including in emergency contexts and with vulnerable groups); designing and administering surveys; coordinating and managing data collection; training enumerators; conducting statistical analysis; and disaggregating data (e.g., by disability).
- Excellent writing and analytical skills, including the ability to take leadership in developing lengthy, detailed reports for donors and adapting messaging for different audiences.
- Excellent self-management skills, including the ability to manage competing responsibilities under tight timelines, in a remote work environment.

- Strong knowledge of donor/client requirements and how to apply them to project management, including financial oversight and compliance.
- Strong communication skills, including engaging with a fully remote team of staff and consultants on a daily basis.
- Willingness to travel to Ethiopia for short-term assignments.
- English language fluency (written and spoken)
- Capacity to provide proof of ability to work within Kenya legally.

Preferred Qualifications

- Language proficiency in Amharic and/or other Ethiopian languages.
- Prior experience working for UNICEF-funded projects, particularly in similar project management positions and/or on research/evaluation projects.
- Demonstrated experience working on one or more projects while simultaneously providing support to proposals.
- Experience working with other marginalized groups, including issues related to gender, ethnic minorities, or LGBTQI populations.

IDP is an equal-opportunity employer. Persons with a disability are encouraged to apply.

This position will be based remotely within Kenya. Successful applicants are expected to have adequate workspace and access to quality internet. Occasional travel to Ethiopia is expected.

Interested applicants should submit their CV and a cover letter to info@inclusivedevpartners.com by April 15, 2024. Please place Kenya Program Manager in the subject line of the e-mail.